Report Writing Details

Once you have mastered writing resolutions, changing to writing reports may seem difficult and frustrating, but it is actually quite easy. When you learn to write them correctly, in fact, most people prefer how they are written and find working in report writing committees to be very rewarding.

Reports are divided into three parts and mastering what is included in each section is the first and most important step in writing a good report (the second part is relearning how to write in complete sentences!). There are also several subsections that make a (NMUN) report look as follows:

I. Introduction

   I.

II. Mandate

   A. General Background

      2.

      3.

III. Conclusions and Recommendations

   A. Conclusions

      4.

      5.

   B. Recommendations.

      6.

      7.

Each section may contain as many numbered sections as necessary, but generally the introduction is only one subsection and the mandate a couple subsections in length; your conclusions and recommendations especially should take up the majority of your report. All sections are numbered individually and without a restart in numbering between sections.

Introduction: The introduction is always difficult because you do not want it to overlap with the mandate so it should focus on the general goals of the body, possibly including key documents
that shaped the committee or details about its history, depending on the wants of your director. It may also include an overview of the situation with which the committee is confronted.

Mandate: While the introduction provides basics, the mandate consists of generally one section entitled “General Background” and needs to explain explicitly why the committee has the right and authority to proceed. Here those writing the report need to call on specific previous documents, agreements, statements, etc that relate to the committees goals while also explaining the background of the situation and why action is necessary.

Conclusions: The conclusions section is the first sub-point in the “Conclusions and Recommendations” section and should provide one to three concise paragraphs that explain the committee’s overall feeling and, well, conclusions on a subject. It is very similar to the conclusion of any standard report you would write for a class assignment. Typically in this section, perambulatory-like phrases are used.

Recommendations: This sub-section is also straight-forward and should be exceptionally detailed, providing actions that the committee recommends be taken just like you would see in the operatives section of a resolution. Because of this, the same types of operative words are generally used and developed into complete sentences.

TO CONCLUDE: The intro says who the committee is and what it values, the mandate explains why the committee can act and narrates the history of the situation, the conclusion seeks to explain the situation as the committee sees it and justify policy prescriptions that are laid out in the recommendations subsection.